



CITY OF COVINGTON
Community Development Department
 16720 SE 271st Street • Suite 100 • Covington, WA 98042
 Phone: (253) 480-2400 • Fax: (253) 480-2401
 www.covingtonwa.gov

A-201

HOME OCCUPATION

Supplemental Business License Application

Rev. 03-14

All business owners who operate their business as home occupations in the City of Covington shall comply with the regulations set forth in Section 18.80.100 of the Covington Municipal Code, as outlined on Page 2 of this application. Please provide the following information.

BUSINESS INFORMATION

Business Name: _____

Business Owner Name: _____

Address: _____ City/State/Zip: _____

Phone: _____ Fax: _____

E-mail Address: _____ UBI No.: _____

1. What is the total square footage of the residence? _____
2. What is the square footage devoted to the home occupation? _____
3. How many non-resident employees work in the residence? _____
4. How many non-resident employees work off-site? _____
5. Will any meetings or assembly of employees or contractors occur at the residence? Yes No
 If yes, please indicate frequency and duration of meetings: _____

6. Will you have a non-resident employee and/or will you provide on-site services? Yes No
 If yes, please explain how parking will be provided per Requirement 7 on page 2 of this application.

7. Will you be using or storing a vehicle for pickup of materials used by the home occupation or distribution of products from the site? Yes No
 If yes, please explain how you will meet provisions of Requirement 10 on page 2 of this application.

I have read and agree to follow the home occupation regulations set forth on page 2 of this application.

Signature of Business Owner _____ Date



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Summary of CMC 18.80.100 - Home Occupation

1. The total area devoted to all home occupation(s) must not exceed 20% of the floor area of the dwelling unit. Areas with attached garages and storage buildings are not considered part of the dwelling unit for purposes of calculating allowable home occupation area, but may be used for storage of goods associated with the occupation.
2. All activities of the home occupation must be conducted indoors, except for those related to growing or storing of plants used by the occupation.
3. One full-time or full-time equivalent non-resident may be employed and work in the dwelling unit where the home occupation is located.
4. Additional non-residents may be employed if they work off-site and do not visit the home occupation residence, except as otherwise allowed by these regulations
5. The home occupation must not be used as a headquarters or meeting location for the assembly of employees or subcontractors, except that meetings with off-site employees may occur up to four times in a calendar year.
6. The following activities are not permitted in residential zones:
 - a) Repair of vehicles and machinery*;
 - b) Body work or painting of vehicles and machinery*;
 - c) Parking or storage of vehicles and machinery*;
 - d) Storage of building materials for use on other properties.
- * Vehicles and machinery per CC 18.890.100(5) include automobiles, trucks, watercraft, recreation vehicles, other motor vehicles, heavy equipment, and devices with internal combustion engines.
7. In addition to required parking for the dwelling unit, on-site parking must be provided as follows:
 - a) One stall for a non-resident employed by the occupation; and
 - b) One stall for patrons, when services are rendered on -site.
8. Sales are limited to mail order sales and telephone sales with off-site delivery.
9. Services to patrons must be arranged by appointment or provided off-site.
10. The home occupation may use or store a vehicle for pickup of materials used by the occupation or the distribution of products from the site, provided:
 - a) Only one such vehicle is allowed;
 - b) Such vehicle must not park within any required setback area of the lot or on adjacent streets;
 - c) Such vehicle must not exceed a weight capacity of one ton.
11. The home occupation must not use electrical or mechanical equipment that results in:
 - a) A change to the occupancy type of the structure used for the occupation;
 - b) Visual or audible interference in radio or television receivers, or electronic equipment located off-site; and
 - c) Fluctuations in line voltage off-site.
12. Home occupations are permitted to continue as legal non-conforming uses so long as the used continues to comply with the criteria that were in effect at the time of the original approval.
13. Home occupations are not transferrable to other person and are not valid at any address other than the one appearing on the issued permit.
14. Uses not allowed as a home occupation may be allowed as a home industry pursuant to CMC 18.80.110. Please contact the Community Development Department for more information.
15. Signs associated with the home occupation are not permitted.